



Superior Court of California County of Sacramento

An Equal Opportunity Employer

ANNOUNCES AN EMPLOYMENT OPPORTUNITY for COURT SUPERVISOR (CIVIL)

THE POSITION:

The Superior Court of California, County of Sacramento is now accepting applications to fill a current Court Supervisor vacancy in the Civil Support unit of the Civil and Trial Support Division. This position supervises, coordinates, reviews and evaluates the staff of the unit responsible for the front-end processing of civil filings, recommends and implements procedural and policy changes, and performs related duties as assigned. Court Supervisors are responsible for supervising the staff and coordinating the daily operations of their respective units. This position is located at the Gordon D. Schaber Sacramento County Courthouse.

Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.). For applicants not currently employed by the Court, the probationary period for this classification is one (1) year. For applicants currently employed by the Court in permanent positions, the probationary period is six (6) months.

SALARY: **\$1,805.60 - \$2,195.20 bi-weekly**
\$3,927.00 - \$4,775.00 monthly

FINAL FILING DATE: **Wednesday, June 14, 2006** *(or until filled)*

ESSENTIAL DUTIES:

Examples of duties performed by the Court Supervisor include, but are not limited to, the following:

- Supervise, organize, schedule, assign and review the work of legal clerical and customer service staff.
- Train and instruct staff in work methods and procedures.
- Participate in and recommend staff selection and disciplinary actions.
- Develop and maintain office procedural and training manuals.
- Prepare statistical and operational reports.
- Provide guidance and assistance in resolving difficult processing problems.
- Interpret codes, policies and procedures for staff and the public.
- Participate in various committees and provide staff support as assigned.
- Perform difficult legal clerical work as required.
- Provide customer service including the resolution of problems and complaints.
- Prepare clear and concise reports, correspondence and other written materials.
- Interact with judicial officers, public agencies, customers and other court staff.

MINIMUM QUALIFICATIONS:

Either I

Experience: One (1) year of experience in the class of Deputy Clerk IV in the Sacramento Superior Court service.

Or II

Experience: Four (4) years of progressively responsible legal clerical experience.

Or III

Experience: Four (4) years of administrative experience which includes two (2) years of supervisory experience.

Knowledge of:

Principles and practices of employee supervision including training and development; operations, functions and terminology of the Superior Court system; legal terminology; relevant codes, policies, procedures, processes, forms and statutory filing requirements; general office management principles and practices; record-keeping principles and practices.

Ability to:

Supervise, organize and evaluate the work of staff; provide for staff training and development; effectively communicate orally and in writing with judicial officers, staff and the public; analyze situations and resolve problems; develop and implement work instructions; understand, interpret and apply a wide variety of court procedures, policies and statutes to staff and members of the public; use initiative and sound, independent judgment within established guidelines; identify the need for and recommend changes to work operations; establish and maintain effective working relationships with others, including judicial officers, co-workers, attorneys and the public; operate numerous computer applications.

DESIRABLE QUALIFICATIONS:

- Experience working as a supervisor or leadworker in a production oriented environment.
- Experience recommending and/or developing work processes, procedures and guidelines to improve operational efficiency.
- Experience administering policies.
- Experience evaluating and monitoring employee's job performance.
- Experience mentoring and developing employees.
- Experience organizing/planning work schedules.
- Experience preparing reports.

SELECTION PROCEDURES:

1. Applicants must submit a completed **court application form, resume** and **answers to the supplemental questionnaire** by **5:00 p.m. on Wednesday, June 14, 2006** (*or until filled*). Applications received by the final filing date of June 14, 2006 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at www.saccourt.com, in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814.
2. Application packets will be screened to determine the best-qualified candidates to continue in the selection process.
3. The best-qualified candidates will be invited to an oral interview. The interview may consist of written and/or oral questions and/or a job simulation exercise.

SELECTION PROCEDURES FOR TRANSFER APPLICANTS:

To be eligible to transfer to this position you must meet all three (3) of the following requirements:

1. Be a regular Court employee.
2. Meet the minimum qualifications for the classification as referenced in this job announcement.
3. Be working as permanent in a classification for which the top step of the salary range is within 5% of the top step salary for the position for which you desire to transfer.

TO APPLY FOR TRANSFER: Employees who are eligible to transfer into the Court Supervisor position must submit a completed **court application form, resume** and answers to the **supplemental questionnaire** by **5:00 p.m. on Wednesday, June 14, 2006** (*or until filled*). Applications received by the final filing date of June 14, 2006 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at www.saccourt.com, in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9th Street, Sacramento, California 95814.

Applications will be screened to ensure eligibility for transfer and those applications that are eligible will be provided to the hiring Manager.

The hiring Manager will contact applicants regarding the status of their applications.

Eligible transfer applicants will be considered by the hiring Manager. Submission of an application does not guarantee an interview.

The selection procedures are subject to change.

If you believe you have a disability that will make it difficult to participate in any portion of the recruitment process and will require reasonable accommodation, please contact the Court's Human Resources Office at (916) 874-7828.

COURT SUPERVISOR SUPPLEMENTAL QUESTIONNAIRE

Completion of this questionnaire is a required part of the examination process. Your responses **must be submitted** with your **court application form** and **resume**. Applicants who do not complete this supplemental questionnaire will be eliminated from the examination process.

Be sure to answer the questions completely and accurately. Your responses will be used to evaluate your **writing skills** as well as your **experience** and **qualifications** when determining the best-qualified candidates to interview.

Please include your name on each page of your response and limit your total response to no more than one (1) page per question.

1. Describe how your training and experience qualifies you for the Court Supervisor position. Include in your response specific work experience as a supervisor or lead managing a team of people in a fast-paced environment.

2. Describe your training and experience administering policies/procedures, developing and implementing procedural and/or process changes, goal setting and the operational results obtained.

3. Describe your training and experience evaluating and monitoring employee's job performance, conducting performance evaluations, administering adverse actions (e.g. warnings, counseling memos, reprimands, etc.) and developing employee action plans for performance improvement.

4. Describe your training and experience mentoring and developing employees, recognizing employee achievements and the staff training methods utilized to implement process changes.

5. Describe your training and experience organizing/planning schedules, preparing reports, coordinating projects work tasks, and prioritizing and managing time efficiently.

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO
EMPLOYMENT INFORMATION**

The Superior Court of California, County of Sacramento, is an Equal Opportunity Employer. Applications are encouraged from all persons regardless of race, ethnicity, sex, religion, national origin, age, sexual orientation, disability or any non job-related criteria. Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.) and are exempt from Sacramento County Civil Service.

Employment with the Superior Court of California, County of Sacramento, is contingent upon passing a security clearance, which includes fingerprinting. Before appointment, candidates must provide documents evidencing identity and authorization to work. The Superior Court of California, County of Sacramento, is obliged to examine each candidate's documents that 1) identify the individual and 2) are evidence of authorization to work. The Superior Court of California, County of Sacramento maintains a smoke-free, drug-free work environment.

Some positions require, as a condition of continued employment, that the person either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity. A medical examination may be required for specific positions due to related job tasks.

If you have a disability that would require accommodation during the application, testing and/or interviewing process, please call Human Resources at 916-874-7828.

BENEFIT INFORMATION

Most employee benefits are similar to the following for all employees of the Superior Court of California, County of Sacramento; however, some benefits differ depending upon the employee representation unit to which the employee's job classification is assigned. Information concerning the exact benefits applicable to a particular job classification may be obtained from the Superior Court of California, County of Sacramento, Human Resources Office. Most benefits do not apply to temporary positions. The following is an explanation of the benefits, which apply to those employed in regular positions:

Vacation: Vacation with pay varies depending upon the employee representation unit. New employees typically earn ten (10) days per year and accrual rates normally increase according to years of service.

Holidays: The Superior Court of California, County of Sacramento, recognizes thirteen ½ (13 ½) holidays per year.

Sick Leave: Employees accrue 4.6 hours per bi-weekly pay period, equivalent to fifteen (15) days per year.

Parental Leave: Employees with at least one (1) year of service are eligible for paid parental leave upon the birth or adoption of a child.

Retirement: Employees are covered by the Sacramento County Employee's Retirement System and Social Security.

Group Health, Dental and Life Insurance: The Court either pays for or shares the cost of employee and dependent health insurance coverage depending on the negotiated agreement. Employee and dependent dental insurance is provided at no cost. Basic employee life insurance is provided at no cost to the employee with additional optional life insurance subsidized by the Court.

Deferred Compensation: The County offers a Deferred Compensation Program to employees who wish to reduce their taxable income earned with the Court. Enrollment in, and modification to, the employee's plan occur on a quarterly basis.

Credit Union: The credit union offers loan facilities and systematic savings plans through payroll deduction.

Computer Purchase Program: Employees with one (1) year of service are eligible to apply for an interest-free loan for the purchase of a personal computer.